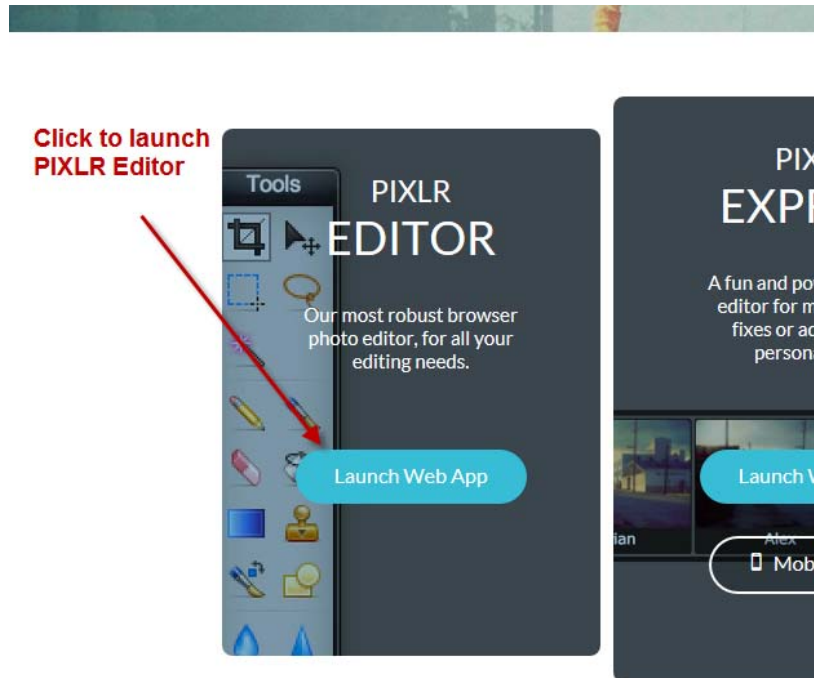# How to prepare a photo for KASOL Application Upload

Before beginning, make copies of all of the images that you need to resize and put them in another folder on your computer.
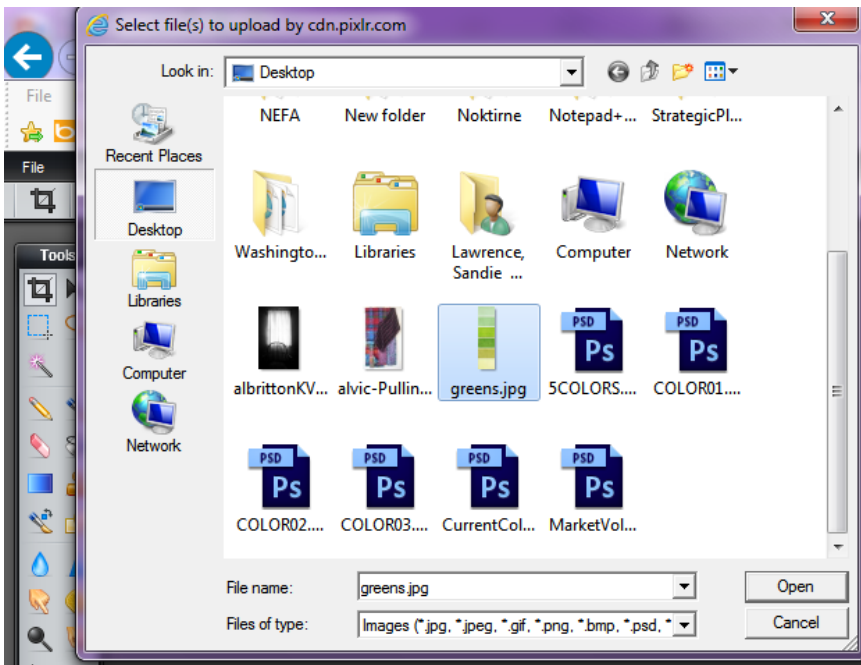
Go to http://pixlr.com

Scroll down to see three different PIXLR Editing Tools and then on the PIXLR EDITOR,
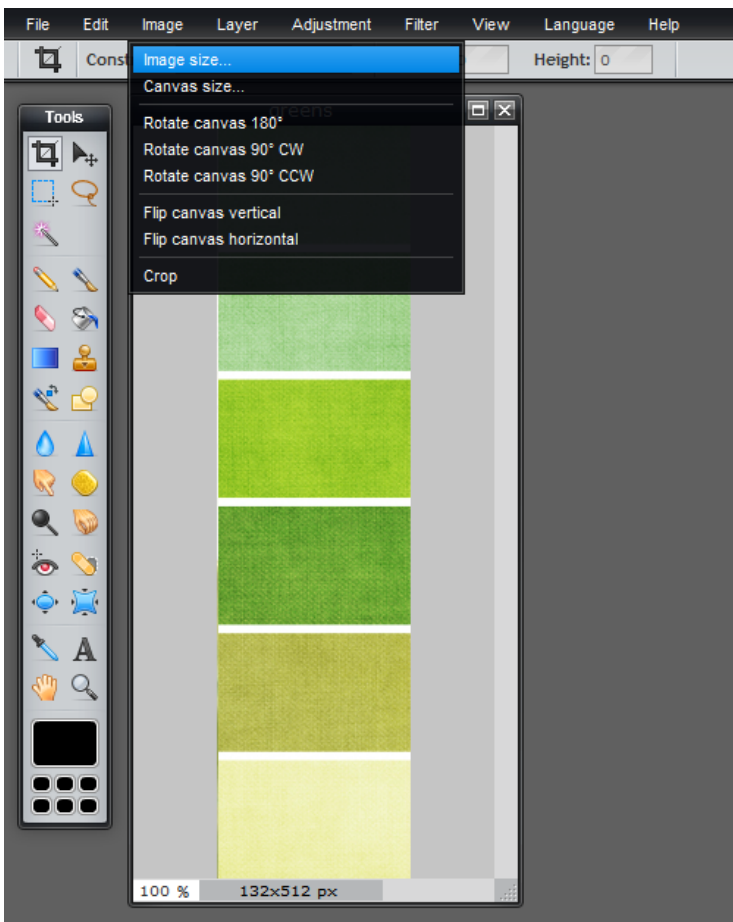click the **Launch Web App** button

Once the PIXLR EDITOR window opens, select **Open Image from computer**

Browse to the location of your image and select **Open**.
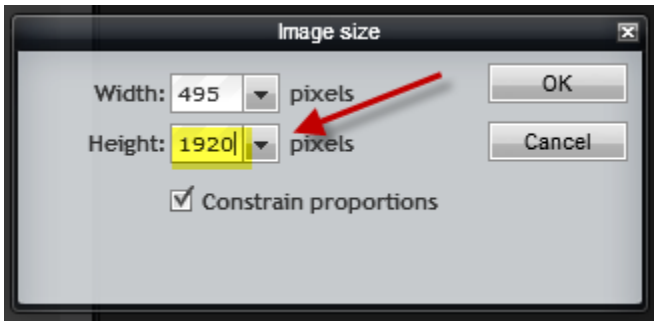*(Remember to only work with copies of the original image.)*
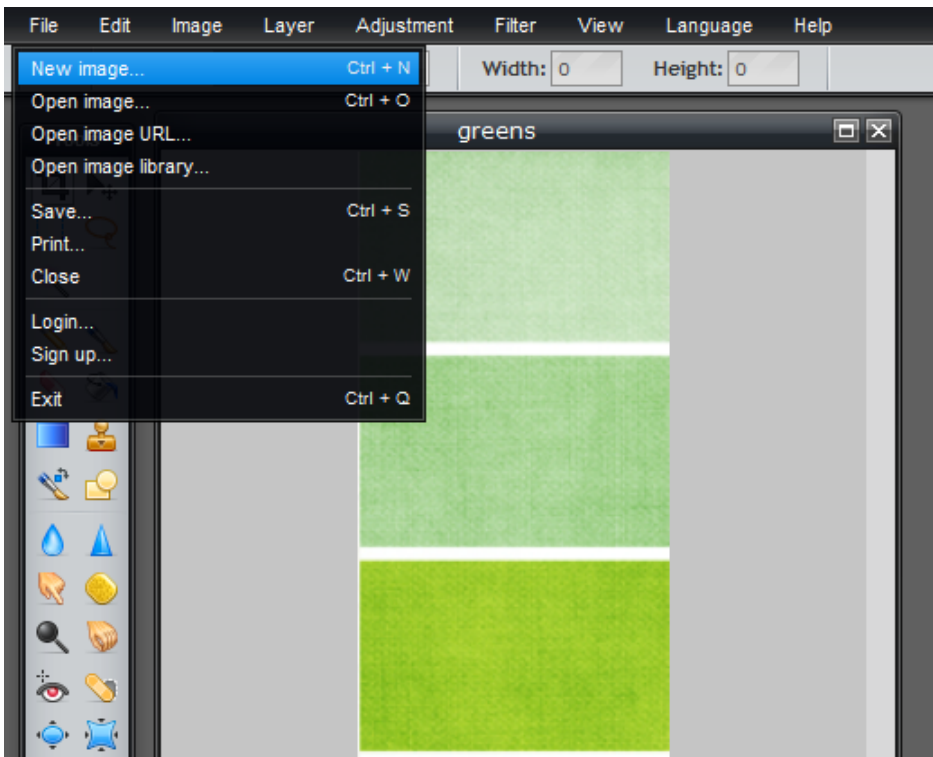

When the image opens, select **IMAGE | Image Size**

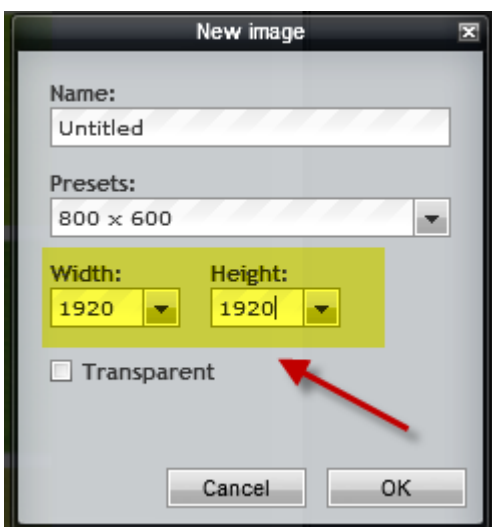Change the large dimension to **1920 pixels**.
(In this example my largest dimension was the Height, so I changed it to 1920)

Click **FILE | New Image**

When the dialog box opens, change both the **Height and the Width to 1920** and click **OK**
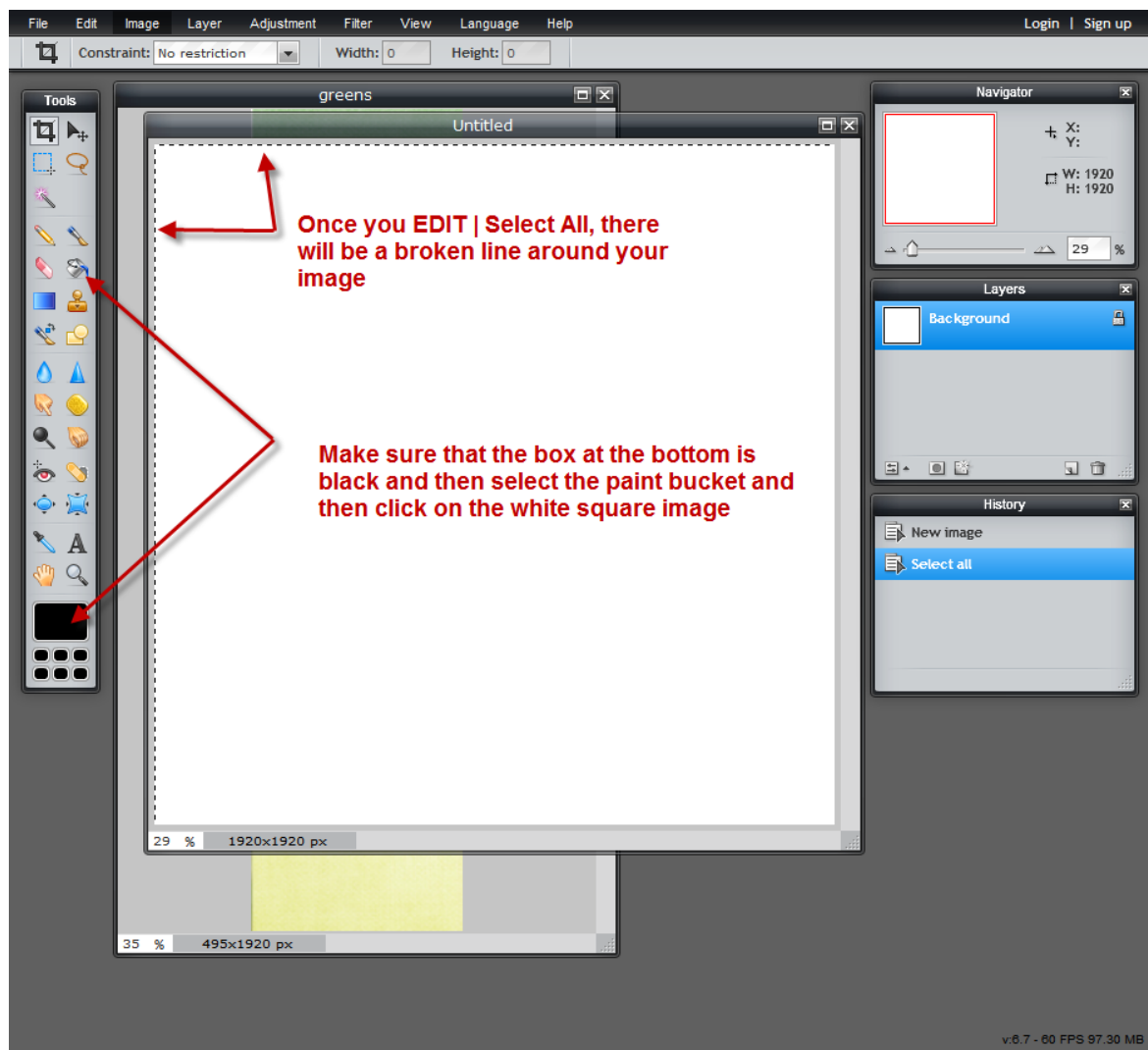
You will now have a white box that is 1920 x 1920 pixels.

Go to **EDIT | Select All**

There should be a broken line around your image.

Make sure that the square in the bottom left of the TOOLS bar is black,
Click on the **Paint Bucket tool** and then click on a white area of your new image.
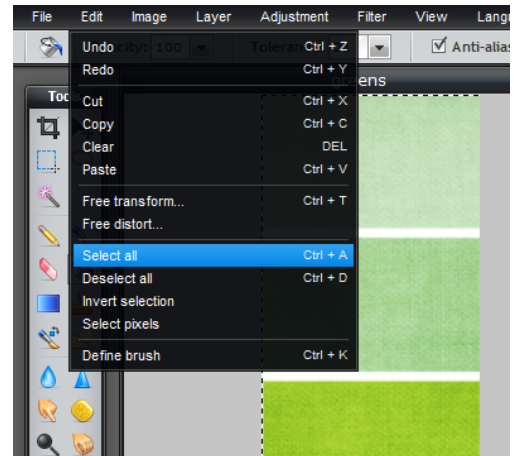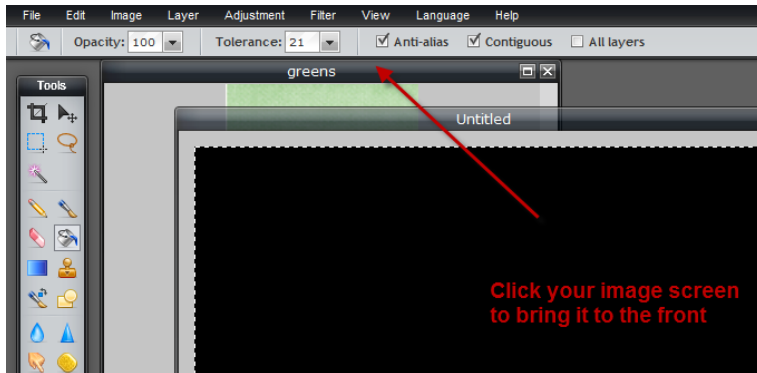
This should change the color to Black.

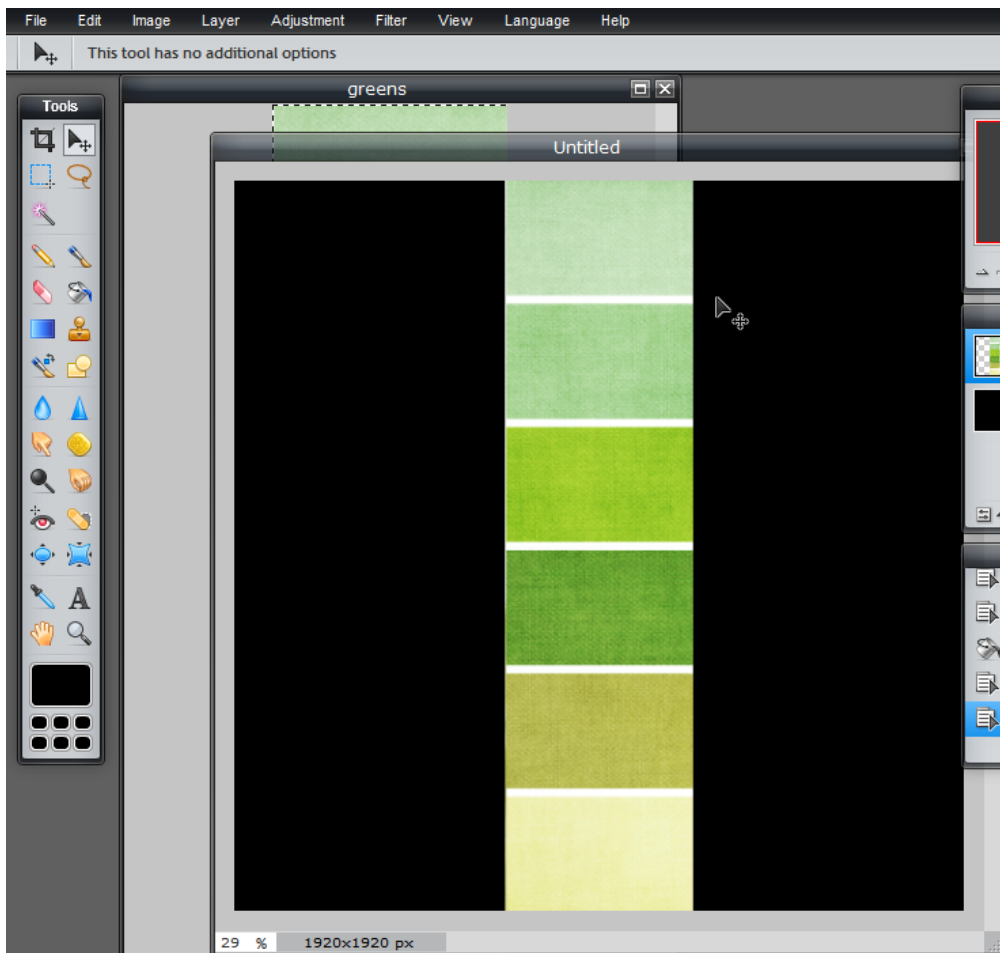Now, click your image screen to bring it to the front.
Go to **EDIT | Select All**

Select **EDIT | Copy**

Click the Black screen to bring it to the front

Select **EDIT |Paste**

Your image should be centered in the middle of the Black canvas. Depending on whether the image is vertical or horizontal, you will see Black on either side of the image if it is a vertical image, or Black on the top and bottom if it is a horizontal image.

Go to **FILE | Save** to open the "Save Image" screen. Give your image a new name and click **OK** to save.
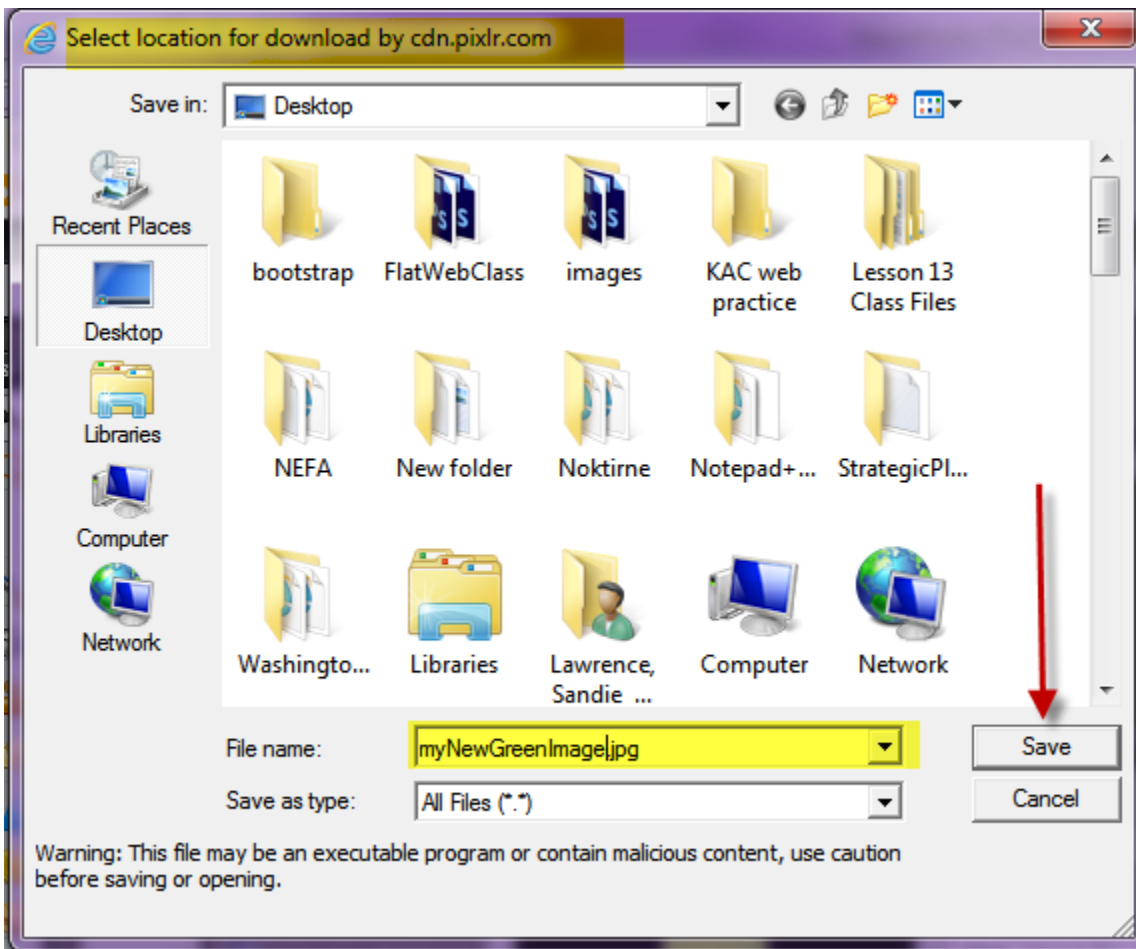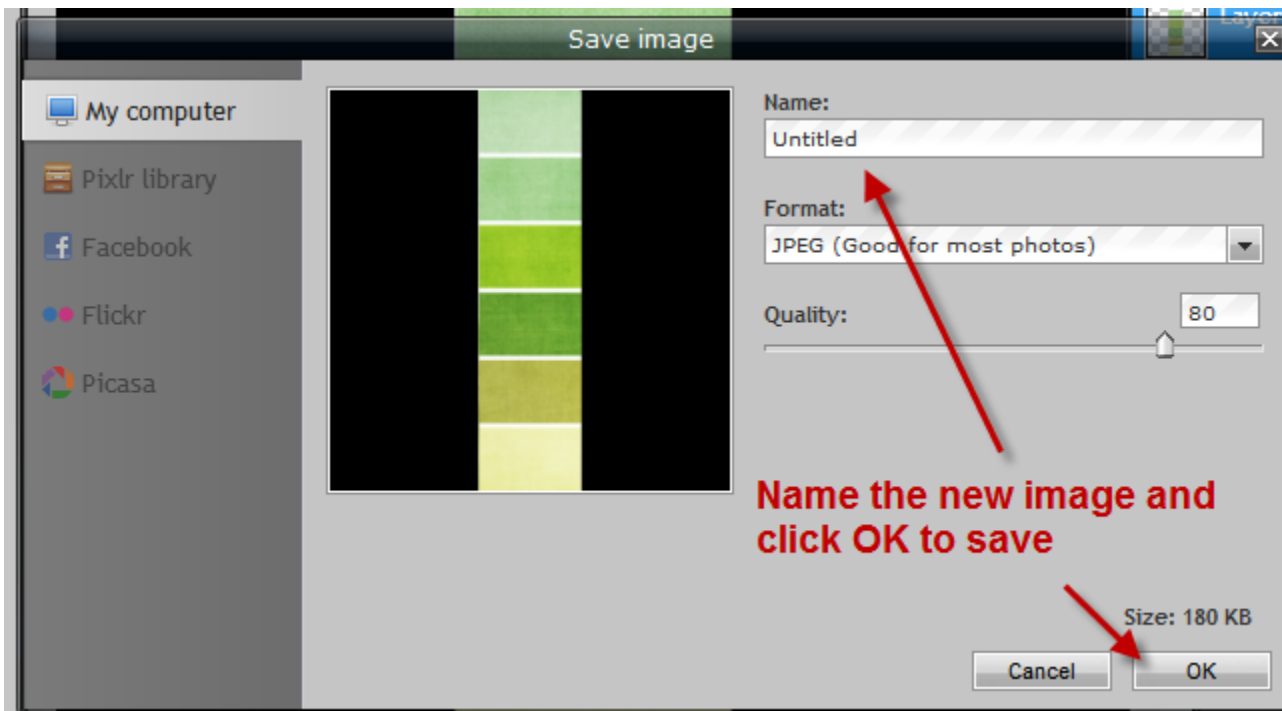
Step-by-step without pictures

1. Go to http://pixlr.com

2. Click "**Open Image from computer**" and browse to where your copied images are located and
   select an image.

3. Once the image opens, select **EDIT | Image Size.** Change the largest dimension to **1920** pixels.

4. Click **FILE | New image** and change so that **Width** and **Height** are both **1920 pixels**.

5. Go to **EDIT | Select All**

6. Click the **Paint pail tool** on the tool bar then click anywhere on the new White image to turn it Black.

7. Click on your original image to bring it to the front of the screen.

8. Go to **EDIT | Select All** and then **EDIT | Copy**

9. Click the Black image to bring it to the front

10. Click **EDIT | Paste**
    Your image should be centered on the new Black square (1920 x 1920,)
    that you created.

11. Go to **FILE | Save**, give your image a name and save it on your computer. This is the image that you will upload to your KASOL application.